



HAYS COUNTY JOB POSTING

Job Title	Senior Staff Engineer	Job Number	710-SRENG-060121
Department Head	Director of Transportation	Date Open	June 01, 2021
Salary Range Minimum	\$5,872.74 - \$8,809.12 Monthly – Dependent on Experience		Application Deadline
			Until Filled

In order to be considered for employment with Hays County submit the following documents:

- Hays County Application
- Cover Letter
- Resume

Find Hays County Employment Applications at:

- Pre-printed forms at the Hays County Human Resources department
- Request PDF forms from amanda.barrios@co.hays.tx.us via email

You may submit your application documents in any of the following ways:

- Hand-deliver to 712 South Stagecoach Trail, Suite 1063, San Marcos, TX 78666
- Fax: 512-393-2227
- Email: amanda.barrios@co.hays.tx.us

Education and/or Experience

- Bachelor's degree in Civil Engineering or related field.

Other Qualifications, Certificates, Licenses, Registrations

- Valid Texas driver's license, with a satisfactory motor vehicle record.

Required Skills

- Performs and/or coordinates the review and processing of Plans, Specifications & Estimates (PS&E).
- Performs utility coordination and relocation.
- Provides oversight of consultants to Hays County, including contract management.
- Develops and manages project schedules.
- Coordinates multiple roadway/drainage projects including short or long-term projects.
- Manages medium-scale roadway, drainage, and public works projects.
- Frequently communicates and works with various Hays County staff, department heads, elected officials, other external/governmental agencies and the general public.
- Assists the Director of Transportation with scheduling, coordination and preparing documents for various technical meetings and public hearings at neighborhood, city, county, state and federal levels.
- Travels to project/work locations to provide technical support.
- Have strong organizational skills and the ability to maintain and produce accurate and detailed records within established deadlines.
- Performs other duties as assigned.

Summary

Under general director of the Director of Transportation the Senior Staff Engineer performs professional duties related to the construction coordination, plan reviews and inspection of civil engineering projects.

Hays County is an EEO employer. In compliance with the Americans with Disabilities Act, Hays County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

An offer of employment is contingent upon successful completion of background checks, including reference checks, criminal history, and driver's license checks and driving history.